

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JANUARY 5, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: John Black, Bruce Barnard (private contractor), Travis Austin (Police Chief)

7:00 P.M. **LIGHT POLE DAMAGE AT THE PUBLIC SAFETY BUILDING:** Bruce Barnard approached the Select Board to discuss the light post damaged during plowing the Public Safety Building parking lot. Mr. Barnard took full responsibility for the damage and relayed to the Board the proposal for getting the light and pole replaced. The Board thanked Mr. Barnard for addressing this matter.

7:07 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board reviewed the recommendations from Mark Stetson with Avitar Associates of New England, Inc. on the **abatement application submitted by Richard and Kathleen Abbene** for 7 Duckworth Road (Tax Map 17 Lot DW.001). Member Lonske moved to approve the abatement application submitted by Richard and Kathleen Abbene as recommended by Avitar Associates of New England, Inc., seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Select Board reviewed the recommendation from Mark Stetson with Avitar Associates of New England, Inc. on the **abatement submitted by Mark Coulson and Martha Twombly** for 186 George Road (Tax Map 8 Lot 008.001). Vice-Chair Dunklee moved to approve the abatement application submitted by Mark Coulson and Martha Twombly as recommended by Avitar Associates of New England, Inc., seconded by Member Lonske. The vote was unanimous.
- The Board signed the **employee information sheet to James Gickas** to assist while the current Compliance Officer is out on medical leave.

7:12 P.M. **DISCUSSION ITEMS:**

- Member Lonske discussed with the Board moving forward with the arborists recommendations for **trimming trees on the Hebron Common**. Member Lonske noted that after speaking with Top Notch Tree Service, they would not be able to remove the dead trees until spring due to the snow. The Board agreed to trim the trees as recommended and wait until spring to remove the dead trees.
- Mrs. Corliss relayed to the Board that the **Central NH Chamber of Commerce** was requesting that the town plan on contributing to the organization in 2017 2-3% of the revenues to the town from the rooms and meals tax. Vice-Chair Dunklee asked Mrs. Corliss for the current budgeted contribution to the Central NH Chamber of Commerce. Mrs. Corliss replied \$180.00. The Board agreed to budget the current contribution of \$180.00 for 2017.
- The Board reviewed **the correspondence from the Town of Pittsburg, NH** looking for support in writing a letter to defend the principle of home rule as it relates to municipal roads. The Board felt that this topic did not pertain to the Town of Hebron and passed on further discussion.

7:15 P.M. **CORRESPONDENCE:**

- **Notification from the Town of Plymouth Town Planner**, Sharon Penney, informing the Board that a 100 foot high Verizon wireless communications tower was approved to be constructed at 583 Tenney Mountain Highway.
- **Notification from Newfound Lake Region Association** that permit applications will be filed with NH Department of Environmental Services for shoreland and wetland impact for Grey Rocks Conservation Area located on North Shore Road (Tax Map 17A Lot 005-1).
- **Peoples Choice Energy** – looking for the town buildings energy supplier to be changed over from Eversource.
- **University of New Hampshire Cooperative Extension** – Community & Economic Development update.

7:20 P.M. **ANY OTHER BUSINESS:**

- Mrs. Corliss relayed to the Board that she would be **attending a training through Primex** in February.
- Mrs. Corliss informed the Board that the **owners of 162 North Mayhew Turnpike** had picked up the second cease and desist letter and inquired about how to proceed. The Board asked Mrs. Corliss to have the Assistant Compliance Officer meet with the property owners about the requirement of filing for a building permit for the work performed.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- The **Public Hearing on the 2017 Budget and Warrant Articles** scheduled for January 26, 2017 had been noticed in the papers and the hall had been reserved. Member Lonske asked Mrs. Corliss to let the Board know how they could help with preparing for the hearing. Vice-Chair Dunklee requested a Balance Sheet for 2016.
- Member Lonske noted that the **Planning Board zoning ordinance addition** would be a question on the ballot. Vice-Chair Dunklee relayed to Member Lonske that he replied to the wording of the addition that it should be by allowed by “Special Exception”.
- Vice-Chair Dunklee updated the Board on the **work being done on Crescent Lane by the Highway Department**. Vice-Chair Dunklee informed the Board that Casey Kuplin, Highway Supervisor, ran into an issue with the type of soil in the lake, so he was unable to work on the dry-hydrant installation. The engineering firm working on the project would be submitting names of contractors that could boar out into the lake as required on the plans.
- Chair Moriarty informed the Board that he was working with the **Bank of NH regarding getting guardrails installed on Kill Mountain Road** since the bank holds the letter of credit for Radius Realty. Member Lonske asked Chair Moriarty to have the Bank of NH send any questions that they may have regarding the approval through the Planning Board regarding the subdivisions.
- The Board asked Mrs. Corliss to **set up a meeting with Bruce Platts and Faye Foster** for either January 12, 2017 at 6:00 p.m. or January 19, 2017 at 6:00 p.m. The Board noted that if there was a request for others to attend the meeting, the meeting would have to be held at the office of Town Counsel.

7:36 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of December 15, 2016. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of December 15, 2016 as written, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of December 20, 2016. Member Lonske moved to accept the Select Board Meeting minutes of December 20, 2016 as written, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:42 P.M. **NON-PUBLIC SESSION PURSUANT TO NH RSA 91-A:3, II (c):** Member Lonske moved to enter into non-public session pursuant to NH RSA 91-A:3,II(c), seconded by Chair Moriarty. Chair Moriarty – yes Vice-Chair Dunklee – yes Member Lonske – yes

7:52 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to come out of non-public session, seconded by Member Lonske. Chair Moriarty – yes Vice-Chair Dunklee – yes Member Lonske – yes Vice-Chair Dunklee moved to seal the minutes for five years, seconded by Member Lonske. Chair Moriarty – yes Vice-Chair Dunklee – yes Member Lonske – yes

7:52 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:52 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JANUARY 19, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief)

7:00 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss relayed to the Board that during the review of the Current Use records she discovered a **Current Use application was recorded at Grafton County Registry of Deeds, but without any Select Board signatures**. Phil Bodwell with the NH Department of Revenue Administration recommended having the current Select Board sign the document and note in the file the reason. The Select Board signed the Current Use application that was approved and recorded on May 23, 2003 for Harold Hilsinger.
- The Select Board **approved the refunds resulting from approved abatement applications** for Richard and Kathleen Abbene's property at 7 Duckworth Road and Mark Coulson and Martha Twombly's property at 186 George Road.
- The Select Board **signed the Thank You letter** to James Gickas for offering his services to the Town.
- Member Lonske moved to **approve the withdrawal of funds from the Government Building Repair Capital Reserve Fund**, seconded by Vice-Chair Dunklee. The vote was unanimous. The Select Board signed the Application for Payment from the Trustees of Trust Funds for the final window installation in the Town Clerk/Tax Collector's Building.

7:11 P.M. **DISCUSSION ITEMS:**

- The Select Board reviewed the **draft of the 2017 Warrant Articles**. The Board discussed the warrant article drafted for the renovations to the Hebron Academy Building and the addition to the building. Member Lonske had reservations about bringing it before the voters this year, but noted that the building does need a new roof, a foundation for storage, reinsulate the building, and that the Moose Plate Grant for the roof and cupola expires in 2017. Member Lonske would like to discuss the requirements for a Special Town Meeting for the project and hold the meeting when more voters would be available to attend. Vice-Chair Dunklee expressed concerns with the article being voted down due to the cost of the renovations. Mrs. Corliss inquired about a warrant article for Berea Road as a result of the public hearing held this past year. The Board agreed not to pursue adding a warrant article to make any changes to the classification of Berea Road. Vice-Chair Dunklee asked Mrs. Corliss to contact Camp Berea regarding obtaining permission to do any work on Berea Road, including plowing the road.
- The Select Board discussed the **dedication of the 2016 Town Report**.

8:26 P.M. **CORRESPONDENCE:**

- **Letter from Jane Ferrini (City of Portsmouth, NH)** – concerns with CACR7-Constitutional Amendment relating to public education and methods of raising State funding for education.
- **Letter from the State of NH Department of Revenue Administration** – 2016 median ratio for land, buildings and manufactured housing was determined to be 100% as a result of the equalized assessed valuation.
- Mrs. Corliss handed the Board three copies of the **proposed Newfound Area School District 2017 Budget** packet. The deliberative session will be held on Saturday, February 4, 2017 at 10:00 a.m. at the Newfound Regional High School.

8:32 P.M. **ANY OTHER BUSINESS:**

- Mrs. Corliss reported to the Board that the **quote from Roberts and Greene, PLLC** for preparing the MS-535 for 2016 was for \$1,600. The Board felt this was reasonable and would like to engage in Roberts and Greene, PLLC services this year.
- Mrs. Corliss relayed to the Board that the **Newfound Area School District would be holding a public hearing** on February 16, 2017 at 7:00 p.m. in the upstairs meeting room for a petitioned warrant article to rescind the tax cap.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- Mrs. Corliss handed the Board the **list of parcels that are due for deeding** on April 25, 2017 as prepared by the Tax Collector, Madeleine MacDougall. The Board saw no issues with deeding the parcels.
- Chair Moriarty updated the Board on the **letter of credit held by the Bank of NH** on Kill Mountain Road. Chair Moriarty handed the Board a draft letter from the Bank of NH proposing to install the guardrails as specified by the town and after the installation the letter of credit would be reduced by the cost of the guardrails and installation. Member Lonske moved to accept the proposal from the Bank of NH for the guardrail installation, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Vice-Chair Dunklee updated the Board on the **Crescent Lane drainage work and reported that the dry hydrant project** was halted due to the type of material in the lake where the pipe was to be installed. Vice-Chair Dunklee informed the Board that the material in that section of the lake was a clay type material which Casey Kuplin, Highway Supervisor, was unable to install the pipe. Vice-Chair Dunklee reported that TFMoran was working on the plans to address the change and would be giving the Board a name(s) of a company that could bore the hole out underground which would result in less silt disturbance.

8:42 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of January 5, 2017. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of January 5, 2017 as written, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Meeting minutes of January 5, 2017. Member Lonske moved to accept the Select Board Non-Public Meeting minutes of January 5, 2017 as written, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:45 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:45 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
PUBLIC HEARING ON THE 2017 BUDGET AND WARRANT ARTICLES
JANUARY 26, 2017

PRESENT: Pat Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Bob Brooks, Travis Austin (Police Chief), Martha Twombly, Arthur and Sandra Cummings, John Fischer, Bill and Alison York, Bruce Barnard, Ivan and Barbara Quinchia, Maynard Young, Bill Powers, Everett Begor, Audrey Johnson, Ray Norton, Allan Kent, Ann Nichols (Director of Development and Public Relations with Genesis Behavioral Health)

7:00 P.M. **PUBLIC HEARING ON 2017 BUDGET AND WARRANT ARTICLES:** Chair Moriarty opened the public hearing on the 2017 Budget and Warrant Articles. Chair Moriarty informed the attendees that Warrant Articles #3 and #4 required a separate public hearing and would be discussed in length on Thursday, February 23, 2017.

WARRANT ARTICLE #2: Vice-Chair Dunklee read warrant article #2 “Are you in favor of the adoption of Amendment No.1 as proposed by the Hebron Planning Board for the town Zoning Ordinance as follows?”. Vice-Chair Dunklee continued to read the definition of Accessory Dwelling Units, the Purpose and the Requirements and Standards. Vice-Chair Dunklee informed the attendees that this warrant article was to help protect the town with two-family homes. Chair Moriarty asked Vice-Chair Dunklee what would be the outcome if this article were to be voted down. Vice-Chair Dunklee replied that the State of NH regulations would apply which less stringent. Bruce Barnard asked Vice-Chair Dunklee what the options would be for someone that does not meet the requirements. Vice-Chair Dunklee replied that the individual’s option would be to appeal to the Zoning Board of Adjustment.

WARRANT ARTICLE #3: Chair Moriarty read warrant article #3 to raise and appropriate \$1,450,000 for the purpose of renovating the Hebron Academy Building and constructing an addition to the Hebron Academy Building, to authorize the issuance of not more than Eight Hundred Thousand Dollars (\$800,000) of bonds or notes in accordance with the provisions of the New Hampshire Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the withdrawal of Six Hundred Fifty Thousand Dollars (\$650,000) from the Capital Reserve Fund entitled “Town Offices Expansion and Refurbishment” created for that purpose. (2/3 ballot vote required). Chair Moriarty noted that this article would be discussed further at a separate public hearing. Member Lonske noted that the February town newsletter would have additional information relating to this warrant article and that the Hebron Academy Committee would be making a presentation the same evening.

WARRANT ARTICLE #4: Chair Moriarty read warrant article #4 to vote to authorize the Selectmen to enter into a long-term lease/purchase agreement in the amount of One Hundred Eighteen Thousand Six Hundred Twenty-Six Dollars (\$118,626) payable over a term of 60 months for the purchase of a backhoe for the Highway Department and further to raise and appropriate the sum of Sixty-Two Thousand Dollars (\$62,000) to be used as a down payment towards this purchase with said sum to come from the Capital Equipment Highway Capital Reserve Fund established for this purpose. Note: There will be no payment due in 2017 and future payments will become part of the operating budget. (2/3 ballot vote required). Chair Moriarty informed the attendees that Casey Kuplin, Highway Supervisor, recommended the John Deere backhoe and provided the specifications. Chair Moriarty noted that this article would be discussed in length at a separate public hearing.

WARRANT ARTICLE #5: Chair Moriarty read warrant article #5 to appoint the Selectmen as agents to expend from the Town Offices Expansion and Refurbishment Capital Reserve Fund previously established in 2012.

WARRANT ARTICLE #6: Chair Moriarty read warrant article #6 to raise and appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) to add to the Town Offices Expansion and

Note: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

Refurbishment Fund. Chair Moriarty explained that the Board would like to continue to add funds to the Town Offices Expansion and Refurbishment Fund if #3 does not pass.

WARRANT ARTICLE #7: Member Lonske read warrant article #7 To see if the Town will vote pursuant to RSA 35:16 to change the purpose of the Common Tree Capital Reserve Fund, established by Article 6 of the 1970 Town Meeting, from its original purpose "to defray costs in maintaining, upgrading or replacing existing maple trees on the common," to the Common Landscaping and Care Capital Reserve Fund for the purpose of defraying costs in maintaining, upgrading or replacing any trees or vegetation in the Common as well as costs for any consultant services retained by the Town to assist in this purpose and furthermore to name the Board of Selectmen as agents to expend from the Fund. (2/3 vote required) Member Lonske read the minutes from the 1970 Town Meeting and noted the specifics in which the funds could be spent on maple trees. Member Lonske noted that the Selectmen were already the agents of the fund and would like to keep the Selectmen as agents of the new fund. Member Lonske commented that she hopes town meeting approves.

WARRANT ARTICLE #8: Member Lonske read warrant article #8 to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the Common Landscape and Care Capital Reserve Fund. If article 7 does not pass, this article will be null and void. Member Lonske stated that if warrant article #7 passes the Selectmen would like to add funds to continue with maintaining and the planting of the trees on the Hebron Common.

WARRANT ARTICLE #9: Chair Moriarty read warrant article #9 To see if the Town will vote to raise and appropriate the sum of Eighty Thousand Four Hundred Dollars (\$80,400) to be added to the Capital Reserve Funds as follows:

Police	\$5,000
Highway	\$15,000
Fire	\$100
Ambulance	\$20,000
Communications	\$5,000
Assessment Services	\$13,300
Cemetery Tombstones and Fence	\$2,000
Dry Hydrant	\$10,000
Road Emergency Repairs	\$5,000
Culvert Repair & Maintenance	\$5,000

Maynard Young inquired about putting more than \$100 into the Fire Equipment Capital Reserve Fund since the last truck cost the town \$500,000 and needed to be a lease/purchase. Chair Moriarty asked Chief Fischer for the year of the next truck replacement. Chief Fischer replied 2026. Chair Moriarty replied that the Selectmen would be putting the amount spent annually now on payments into the fund once the fire truck was paid keeping the amount to be raised level funded.

WARRANT ARTICLE #10: Vice-Chair Dunklee read warrant article #10 to adopt RSA 41:14-a, to allow the Selectmen to acquire or sell land, buildings or both; provided, however, they shall first submit any such proposed acquisition or sale to the Planning Board and to the Conservation Commission for review and recommendation by those bodies, and thereafter hold two public hearings on the sale or acquisition. A written petition by 50 registered voters presented prior to the Selectmen's vote would require the proposed acquisition or sale to go to Town Meeting as an article in the warrant. This article will remain in effect until rescinded by majority vote. Vice-Chair Dunklee explained to the attendees that this would give the Board authorization to negotiate easements with property owners for various projects in town. Vice-Chair Dunklee gave the example of the dry hydrant and drainage work on Crescent Lane and the easements required for the town to perform future maintenance.

WARRANT ARTICLE #11: Chair Moriarty read warrant article #11 to raise and appropriate the sum of One Hundred Thirty Thousand Six Hundred Dollars (\$130,600) to pave and repair George Road. This is a non-lapsing article per RSA 32:7, VI and will not lapse until the project is completed or until March

Note: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

1, 2019, whichever is sooner. Chair Moriarty relayed to the attendees that the work to be performed was from Poulos Road to North Shore Road which is in desperate need of repair.

WARRANT ARTICLE #12: Chair Moriarty read warrant article #12 to raise and appropriate the sum of Sixteen Thousand Five Hundred Dollars (\$16,500) to pave Cross Road. This is a non-lapsing article per RSA 32:7, VI and will not lapse until the project is completed or until March 1, 2019, whichever is sooner. Chair Moriarty relayed to the attendees that this was brought to the Board from Casey Kuplin, Highway Supervisor. Bruce Barnard thought that it was an excellent idea and offered survey data to the town to define the road boundaries. Bob Brooks stated that the money should be put elsewhere than on a road where there are only two residents. Member Lonske informed the attendees that Mr. Kuplin recommended this as a solution to the amount of time and money spent on maintenance each year. Martha Twombly asked about accommodations for a low profile speed bump. Chair Moriarty answered that the Board was not in favor of any speed bumps, but was working with Chief Austin to get a reduced speed of 25 mph in the center of town. Sandra Cummings suggested showing the cost of maintenance vs. the one-time expense.

WARRANT ARTICLE #13: Selectman Dunklee read warrant article #13 to see if the Town will vote to authorize the Town to convey and acquire various interests in property related to Lake Shore Drive and the Town Beach. For further details on the proposed conveyances, please see plan on file at the selectmen's office. More specifically, to see if the Town will vote to authorize the Town to convey and acquire property interests as follows: (1) conveying, from Grey Rocks Land Trust, its successors or assigns, to the Town, a non-exclusive easement over Lake Shore Drive to ensure access to the Town Beach including necessary and appropriate utilities; (2) conveying, from the Town to Grey Rocks Land Trust, its successor and assigns, Oak Corporation, and the Susan W. Jackson Revocable Trust, all right, title and interest in any and all rights of way or easements over the premises of Grey Rocks Land Trust, its successor and assigns, Oak Corporation, and the Susan W. Jackson Revocable Trust, to include the "passway" on the Hattie Kimball Estate; (3) conveying, from the Town to the Speranza Family Trust, a non-exclusive easement over the Town Beach providing pedestrian and vehicular access to premises of Speranza Family Realty Trust including necessary and appropriate utilities; and (4) conveying, from the Town to Grey Rocks Land Trust, its successors and assigns, a non-exclusive easement over the Town Beach providing pedestrian and vehicular access to premises of Grey Rocks Land Trust, its successors and assigns, including necessary and appropriate utilities. Vice-Chair Dunklee informed the attendees that the town beach road is currently through private landowners' properties. By passing this article the road would be designated as it currently exists and the town would be able to maintain the road. Chair Moriarty noted that the wording for the article was prepared by Alan Barnard (local land surveyor).

WARRANT ARTICLE #14: Chair Moriarty read warrant article #14 to authorize the Selectmen to resolve any confusion or ambiguity as to the boundary of the Town Common by reaching agreement with abutting owners Bruce K. Platts and Faye D. Foster, for property identified by the town as Tax Map 17 Lot 018, said agreement to include the conveyance or acquisition of small portions of land as necessary and as more fully described in a plan on file at the Selectmen's Office. Chair Moriarty explained that the property now owned by Bruce Platts and Faye Foster (prior Settele) has a boundary line discrepancy with the Hebron Common boundary. Bruce Barnard noted that during the charrette there was discussion about the "Great Square" which Hebron's Common is actually a rectangle.

WARRANT ARTICLE #15: Chair Moriarty read warrant article #15 to raise and appropriate the sum of Twelve Thousand Nine Hundred Dollars (\$12,900) for the Gazebo Programs of this amount, Two Thousand Four Hundred and Seventy-One Dollars (\$2,471) from fund balance, One Thousand Dollars (\$1,000) from Donations and Grants and the remaining Nine Thousand Four Hundred and Twenty-Nine Dollars (\$9,429) to come from general taxation. Bob Brooks listed the tentative schedule for the Hebron Gazebo Programs for 2017. Mr. Brooks noted that the Friends of the Library requested a location on Family Fun Day for a "Cow Pattie Bingo" contest. Member Lonske thanked Mr. Brooks and Mr. Begor for the time spent organizing the programs.

Note: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

WARRANT ARTICLE #16: Vice-Chair Dunklee read warrant article #16 to raise and appropriate the sum of Eight Hundred Fifty-Two Dollars (\$852) to be added to the Fire Capital Reserve Fund previously established. Said sum to come from the fund balance and no amount to be raised from taxation. This amount represents the amount received from the sale of the 1978 Ford F800 Fire Truck. Vice-Chair Dunklee informed the attendees that the town sold the fire truck through a bid process and now the money needs to be placed in the Fire Capital Reserve Fund for future purchases.

WARRANT ARTICLE #17: Vice-Chair Dunklee read warrant article #17 to raise and appropriate the sum of Nine Thousand Two Hundred Fifteen Dollars (\$9,215) to be added to the Capital Equipment Highway Capital Reserve Fund previously established. Said sum to come from the fund balance and no amount to be raised from taxation. This amount represents the amount received from the sale of the 1970 Caterpillar Grader 14E. Vice-Chair Dunklee informed the attendees that the grader was taken to the state auction and sold for \$9,215. The funds need to be placed into the Highway Capital Reserve Fund to help with future purchases.

WARRANT ARTICLE #18: Member Lonske read warrant article #18 to add the Day Away Program to the list of annually supported Health Agencies and to raise and appropriate Seven Hundred Fifty Dollars (\$750) for said agency. Bill York (Day Away Program Board Member) spoke to the article and informed the attendees that the program is a respite program for caregivers of alzheimer's patients. Mr. York explained that the patients are able to enjoy a day of games, lunch, and singing. Mr. York noted that this program services communities in the Lakes Region.

WARRANT ARTICLE #19: Member Lonske read warrant article #19 "Shall the Historic District Commission consist of not fewer than 3 members and no more than 7 members to be appointed by the Select Board?" Member Lonske explained that this article was to clean up the change last year of giving the Historic District Commission the duties of the Heritage Commission. Member Lonske noted that this would help the town towards becoming a Certified Local Government which would broaden the span of grants which the town would be eligible in applying. Bruce Barnard questioned if the Historic District Commission was still valid. Member Lonske replied yes.

WARRANT ARTICLE #20: Chair Moriarty read warrant article #20 to raise and appropriate the sum of One Million One Hundred Seventy-Seven Thousand Two Hundred Thirteen Dollars (\$1,177,213) as an operating budget for the 2017 fiscal year. This article EXCLUDES appropriations made under all the previous articles. Chair Moriarty noted that the proposed 2017 Budget was lower than last year and the revenues for the town are estimated at \$350,000. Vice-Chair Dunklee reported that the assessed valuation ratio was at 100% for 2016 as a result of the valuation update.

ANY OTHER BUSINESS:

- Ann Nichols (Director of Development and Public Relations with Genesis Behavioral Health) introduced herself and reported that the organization serves 24 towns. Ms. Nichols noted that the organization assisted 9 Hebron residents in 2016. Ms. Nichols thanked the town for past support and continuing to support the organization.

7:55 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:55 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

Note: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
FEBRUARY 2, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), John Fischer (Fire Chief)

7:00 P.M. **COMSTAR 2017 AMBULANCE BILLING RATES:** Chief Fischer approached the Select Board to review the current rates Comstar (ambulance billing service) used for billing patients utilizing Hebron's ambulance service. Chief Fischer reviewed with the Board the current Medicare rates and the types of services most commonly billed for by the Hebron ambulance. Chief Fischer noted that his recommendation would be to increase the rates. Vice-Chair Dunklee moved to increase the rates 10% across the board on the Comstar billing rates, seconded by Member Lonske. The vote was unanimous.

MANGO SECURITY SYSTEM AT THE PUBLIC SAFETY BUILDING: Chief Fischer reported to the Board on the status of the secure key card access system at the Public Safety Building. After meeting with a Mango Security System technician, Chief Fischer reported on the two options that the town has to get the system operating again. Option 1 – new software, updated firmware, updated licensees and fees for the licenses and new chips for each system on the doors. Option 2 – reinstall the current program on a Windows 7 operating system computer and rescan the security cards issued. Chief Fischer asked Mrs. Corliss if Mango Security had submitted any quotes for getting the system back in operation. Mrs. Corliss replied that she had not seen anything from Mangy Security, but expected to hear something soon.

FIRE CHIEF RETIREMENT?: Member Lonske asked Chief Fischer about future plans with the Fire Department since recent retirement from the Hebron Union Congregational Church. Chief Fischer replied that he had no immediate plans for retiring from the Fire Chief position, but noted that currently the next in command was Tony Albert.

FIRE DEPARTMENT PURCHASE REQUEST: Chief Fischer reported to the Board that the Fire Department was in need of another turnout gear rack, which was offered by limited companies with reasonable pricing. Chief Fischer noted that the cost exceeded the limit on the town credit card and requested to purchase the rack through the Hebron Fire Improvement Fund which he would submit a reimbursement request once he had an invoice. Vice-Chair Dunklee moved to authorize Chief Fischer to use the Hebron Fire Improvement Fund to make the purchase with the approval from Don Franklin, Town Auditor, seconded by Member Lonske. The vote was unanimous.

7:30 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Public Gathering Permit** for the Hebron Fire Department to hold the Snowmobile Poker Run on February 19, 2017 at 37 Groton Road.

7:35 P.M. **DISCUSSION ITEMS:**

- Mrs. Corliss relayed to the Board that she had the **second review of the town 2017 warrant articles** from the NH Department of Revenue Administration with minor recommended changes. Mrs. Corliss reviewed the changes with the Board. The Board agreed not to add the warrant article suggested by Town Counsel specifically for the easement on Stuart & Jane Anne Thompson's property. The Board asked Mrs. Corliss to place the warrant article for the backhoe purchase before the renovations to the Hebron Academy Building and the proposed addition to the building.
- Mrs. Corliss asked the Board if the **public hearing on the bond articles** would be before or after the presentation by the Hebron Academy Committee. The Board agreed that the public hearing should be first and have the committee make their presentation after the hearing.
- Mrs. Corliss relayed to the Board that the **two town owned vacuum cleaners needed to be serviced**. The Board agreed that Roland Matthews, Custodian, could take the vacuum cleaners to be serviced and submit a reimbursement for mileage.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

7:56 P.M.

CORRESPONDENCE:

- A report from the **State of NH Department of Transportation** – Inspection of Red List Bridges.

7:58 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss relayed to the Board that Bruce Barnard (private contractor) had been in contact with Jeff Goodrum (electrician) regarding **the pole and light replacement at the Public Safety Building.**
- Mrs. Corliss reminded the Board of the **Deliberative Session for the Newfound Area School District Meeting** on Saturday, February 4, 2017 at 10 a.m.

7:59 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of January 19, 2017 and made the following change: page 1, first bullet under Discussion Items, third sentence – change “this year” to “at the March Town Meeting”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of January 19, 2017 as amended, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Public Hearing on the 2017 Budget and Warrant Articles Meeting minutes of January 26, 2017 and made the following changes: page 1, under Warrant Article #2, fifth sentence- insert “are” between “which less”, page 2, last sentence at the top of the page, - insert “even” before “if #3 does not pass.”. Vice-Chair Dunklee moved to accept the Public Hearing on the 2017 Budget and Warrant Articles Meeting minutes of January 26, 2017 as amended, seconded by Member Lonske. The vote was unanimous.

8:00 P.M.

MEETING ADJOURNED: Vice-Chair Dunklee moved to adjourn the meeting at 8:00 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
FEBRUARY 16, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), Don Franklin (Newfound Area School Board Member), Paula Cummings (Friends of the Hebron Library)

- 7:00 P.M. **NEWFOUND AREA SCHOOL DISTRICT – PUBLIC HEARING:** Chair Moriarty and Member Lonske attended the public hearing in the upstairs meeting room of the Selectmen’s Office Building. The public hearing was on Article 2 (submitted by petition) regarding the Tax Cap Rescission. Newfound Area School Board Member, Don Franklin (Hebron Representative) requested to review the Newfound Area School District articles with the Board.
- 7:07 P.M. Don Franklin approached the Board to review the proposed warrant articles for the Newfound Area School District. Mr. Franklin relayed to the Board that during the deliberative session held on the Newfound Area School District warrant articles, there was an approval of \$800,000 proposed by Archie Auger to be added to the budget to repair the roof of the Newfound Regional High School.
- 7:31 P.M. **ACTION ITEMS:**
- The Select Board signed the **accounting manifest**.
- 7:32 P.M. **FRIENDS OF THE HEBRON LIBRARY – 2017 FUNDRAISER:** Paula Cummings approached the Select Board to discuss the 2017 Fundraiser for the Friends of the Hebron Library. Mrs. Cummings informed the Board that the group plans on moving forward with the “Cow Patty Bingo” event that will be held on Family Fun Day presented by the Gazebo Committee. Mrs. Cummings requested permission from the Board to use the section of the Hebron Common closest to the Hebron Library for this event and inquired about any special permits. The Board did not see any issues with the event and recommended that the owner of the cows provide the town with a certificate of insurance
- 7:44 P.M. **DISCUSSION ITEMS:**
- Mrs. Corliss reviewed with the Board the **changes recommended by NH DRA to the proposed 2017 warrant articles**. Mrs. Corliss discussed with the Board that if there were going to be a payment made in 2017 for the bond for the renovations to the Hebron Academy Building and the addition to the building, the amount needed to be included in the proposed warrant article. Chair Moriarty asked Mrs. Corliss to add in the payment proposed for the 5-year note.
 - The Select Board discussed the **legal issue brought to them on the George Road right-of-way**. Member Lonske stated that she would like to get out of the whole thing. Vice-Chair Dunklee stated that he would like to keep the easement since the Town paid for everything to do with the easement. Chair Moriarty informed the Board that he would follow-up with Town Counsel, Steven Whitley, on the discussion this evening.
 - Mrs. Corliss asked the Board about **purchasing more recycle bins from Casella Waste**. The Board agreed to purchase a few, but felt that the property owners could purchase their own since many recyclables being disposed of each week would not fit in the bins provided by the Town.
 - Mrs. Corliss discussed with the Board the current issues at the **Public Safety Building with the secure key card access system**. The Board discussed the proposal from Mango Security to upgrade the system that would be compatible with Microsoft Windows 2010. Member Lonske moved to authorize Chair Moriarty to accept the proposal from Mango Security Systems, Inc. and to discuss obtaining specifications for a security system to be installed at the Highway Shed, seconded by Vice-Chair Dunklee. The vote was unanimous.
- 8:19 P.M. **CORRESPONDENCE:**
- **Letter from Mango Security Systems, Inc.** regarding the Fire Alarm System at the Selectmen’s Office and lack of system testing. Mrs. Corliss reported to the Board that Chief Fischer was going to perform the testing.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- Letter from **Headwaters Hydrology, PLLC** to notify the town of a wetlands permit application being filed on behalf of Little Bog Farm, LLC on Tax Map 8 Lot 015.
- **Notice of Public Hearing** from the Bridgewater Hebron Village District on the proposed budget for the fiscal year 2017. The hearing will be held on March 1, 2017.

8:15 P.M.

ANY OTHER BUSINESS:

- A reminder of the non-public session meeting to be held on Friday, February 17, 2017 to address the boundary discrepancy.
- Chair Moriarty reported to the Board that James Gickas had agreed to work for the Town of Hebron as the Compliance Officer. Member Lonske moved to hire **James Gickas as the Compliance Officer** effective immediately, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss noted that this year will be **Hebron's 225th Anniversary**.

8:19 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of February 2, 2017. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of February 2, 2017 as written, seconded by Member Lonske. The vote was unanimous.

8:22 P.M.

MEETING ADJOURNED: Member Lonske moved to adjourn the meeting at 8:22 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
PUBLIC HEARING ON BOND WARRANT ARTICLES MINUTES
FEBRUARY 23, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Everett and Kathy Begor, John Fischer, Bruce Barnard, Phil and Betsy Twombly, Alison York, Mark Coulson, Martha Twombly, Ron and Jan Collins, Don Franklin, Ivan Quinchia, Suzanne Smith, Maynard Young, George Andrews, Roger Larochelle, Cheryl Esty, and Marc and Solveig Wolstenholme

7:00 P.M. **OPEN PUBLIC HEARING:** Chair Moriarty opened the public hearing for the two warrant articles for bonds over \$100,000 and informed the audience that in accordance with NH RSA 33:8-a requires a public bond hearing.

WARRANT ARTICLE#03: Chair Moriarty read warrant article 03 to see if the Town will vote to authorize the Selectmen to enter into a long-term lease/purchase agreement in the amount of One Hundred Eighteen Thousand Six Hundred Twenty-Six Dollars (\$118,626) payable over a term of 60 months for the purchase of a backhoe for the Highway Department and further to raise and appropriate the sum of Sixty-Two Thousand Dollars (\$62,000) to be used as a down payment towards this purchase with said sum to come from the Capital Equipment Highway Capital Reserve Fund established for this purpose. Note: There will be no payment due in 2017 and future payments will become part of the operating budget. (2/3 ballot vote required) Chair Moriarty informed the audience that Casey Kuplin, Highway Supervisor, proposed to the Board purchasing a John Deere backhoe with a 5-year loan at 3.5% interest. Vice-Chair Dunklee informed the audience that the current backhoe is old and becoming very costly to maintain. Bruce Barnard noted that he was the Highway Supervisor when the backhoe was purchased which was second hand at that time.

WARRANT ARTICLE # 04: Chair Moriarty read warrant article 04 to see if the Town will vote to raise and appropriate the sum of One Million Four Hundred Forty-Two Thousand Three Hundred Seventy-Nine Dollars (\$1,442,379) for the purpose of renovating the Hebron Academy Building and constructing an addition to the Hebron Academy Building, and to authorize the issuance of not more than \$800,000 of bonds or notes in accordance with the provisions of the New Hampshire Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the withdrawal of \$650,000 from the Capital Reserve Fund entitled "Town Offices Expansion and Refurbishment" created for that purpose, and further to raise and appropriate an additional sum of Seven Thousand Six Hundred Twenty-One Dollars (\$7,621) for the first year's interest payment on the bond. (2/3 ballot vote required) Chair Moriarty informed the audience that the town had been given a quote for a 5-year loan at 1.9% interest with not additional costs to the town and stated that this was a very unique opportunity. Chair Moriarty noted that if the loan were activated in 2017 there would be a small interest rate payment. Chair Moriarty reviewed with the audience the impact to the town portion of the tax rate by adding this loan would not be increased and continued to explain the loans that will be paid off in the near future. Suzanne Smith asked if the interest rate would be the same if the loan was not activated in 2017. Chair Moriarty replied yes, the rate would be the same. Chair Moriarty informed the audience that a Mooseplate grant was received in the amount of \$10,000 which had not been included in the proposal.

7:09 P.M. **CLOSE PUBLIC HEARING:** Chair Moriarty closed the public hearing at 7:09 p.m. The public hearing portion of the meeting ended, but a presentation was made by Roger Larochelle (Chair of the Hebron Academy Committee) on the work performed by the committee in 2016 and moving forward with the plans generated by Christopher P. Williams Architects, PLLC for the renovations to the Hebron Academy Building and the addition to the building.

8:00 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:00 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MARCH 2, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: John Fischer (Fire Chief), Arthur Cummings, John Black, Mike Barrett (Casella Waste Removal, truck driver)

7:00 P.M.

PUBLIC HEARING – SECURITY ALARM CAPITAL RESERVE FUND EXPENDITURE:

Chair Moriarty opened the public hearing to expend funds from the Capital Reserve Fund entitled “Security Alarm” for upgrading the secure key access at the Public Safety Building located at 37 Groton Road. Chair Moriarty read the proposal from Mango Security Systems, Inc. (who originally installed the system) which outlined the necessary upgrades to the system in order for the software program, Keri DNET-500-UP Doors, to operate off Microsoft Windows 10 operating system. The cost for the upgrade was quoted at \$2,576.00. Chair Moriarty informed the audience that the Select Board had also asked Mango Security Systems, Inc. to prepare a quote for the Highway Shed. A discussion was held regarding including cameras to the security installation. Vice-Chair Dunklee thought that when the system was originally installed at the Public Safety Building the wiring was done for future camera installation. Chief Fischer spoke in support of the proposed upgrade agreeing that it would support future additions of buildings to the software and would be compatible with newer software moving forward. Member Lonske agreed that upgrading the system now would be better than a short-term fix to the current issue. Vice-Chair Dunklee asked Chief Fischer about the installation of cameras. Chief Fischer replied that he could see where cameras would be helpful in the Police Department, but the Board would have to discuss this with Chief Austin when he returns.

7:10 P.M.

CLOSED PUBLIC HEARING: Chair Moriarty closed the Public Hearing at 7:10 p.m.

7:10 P.M.

US DEPARTMENT OF INTERIOR –GEOLOGICAL SURVEY: Chief Fischer presented the Board with the U.S. Department of the Interior Geological Survey Joint Funding Agreement for review. Chief Fischer relayed to the Board that he wanted their approval before signing the document. Chair Moriarty informed Chief Fischer that the document appeared to be the standard language for this type of agreement and that he saw no need to submit to Town Counsel for review. Vice-Chair Dunklee moved to authorize John Fischer to sign the U.S. Department of the Interior Agreement, seconded by Member Lonske. The vote was unanimous.

FIRE DEPARTMENT – CONCERNS: Chief Fischer reported to the Board on an email received from John T. Stevens, Statewide Interoperability Coordinator with NH Department of Safety regarding broadband networks available to Emergency Management Directors in NH due to rural and mountainous locations. Chief Fischer informed the Board that if Metrocast’s tower goes down, the department had internet for 2-3 hours without power.

Chief Fischer reported to the Board that the Emergency Operations Plan needs to be updated and that he would be working with Paul Hatch, Field Representative at the NH Department of Homeland Security to accomplish this task.

Chief Fischer informed the Board that the future of maintaining Emergency Medical Services personnel in the Fire Department needs to be closely monitored due to the current age of qualified employees. Chief Fischer noted that there are currently 5 EMS employees in their 70’s and the certification requirements along with the course to become qualified was definitely not for the faint hearted. Chief Fischer felt that in the next budget year, the department should look into hiring some qualified per diem people. The Board asked Chief Fischer to discuss with other area towns the cost for per diem employees in order to be able to offer compatible wages.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

7:34 P.M. **CASELLA WASTE – POSTED STATE ROADS:** Mike Barrett approached the Select Board to inform them that Casella Waste was given a temporary permit to be able to place a 30 yd. roll-off container at the Public Safety Building (37 Groton Road) for the residents to dispose of the trash. Chair Moriarty relayed to Mr. Barrett that he received a call from Rick Moriarty after 4:00 p.m. this afternoon to advise that Casella was given a temporary permit to travel on the State Roads to perform curbside trash collection on Monday, March 6, 2017. Mr. Barrett relayed to the Board the calculations used by the State of NH to determine if a large truck would be over the road limit posted and that he would be reviewing this with his employers. The Board thanked Mr. Barrett for the information.

7:41 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the thank you **letter to Al DeFeo** for his time as Compliance Officer.

7:43 P.M. **DISCUSSION ITEMS:**

- Member Lonske asked Mrs. Corliss to make sure that everything was **done and ready for voting and the Town Meeting** being held on Saturday, March 18, 2017 regarding set-up, ballot clerks, and the sound system.
- The Board reviewed the **email from Rick Hebbard** outlining concerns regarding the June 2, 2016 Select Board Meeting discussion on Class VI Roads. The Board would reply to the email informing him that locked gates would not be installed on the Class VI Roads and thanking him for the concern.
- Mrs. Corliss informed the Board that the Lakes Region Planning Commission was looking for **project submissions for the statewide Ten Year Plan**.

7:50 P.M. **CORRESPONDENCE:**

- **Wetlands Permit Application** from Little Bog Farm, LLC for work to be performed at 157 Cooper Road (Tax Map 8 Lots 005 and 006).
- **Email from Jan Collins** regarding alternative solutions to utilizing winter salt on roads and driveways.
- **Letter from the State of NH Department of Transportation** informing the town that West Shore Road from Bristol-Alexandria-Hebron is scheduled to have a ¾” Paver Shim and the proposal of road striping for 10 foot travel lanes.
- **Booklet prepared by NH Department of Environmental Services** entitled *Beyond the Beaver Dam- the Success* of the NH DES Aquatic Resource Mitigation Fund.

7:58 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of February 16, 2017 and made the following correction: page 1, remove the first sentence under *Newfound Area School District- Public Hearing*, and page 1, second bullet under *Discussion Items*, change “Whitley” to “Whitley”. . Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of February 16, 2017 as amended, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Public Hearing on Bond Warrant Articles of February 23, 2017. Member Lonske moved to approve the Public Hearing on Bond Warrant Articles minutes of February 23, 2017 as written, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:03 P.M. **NON-PUBLIC SESSION:** Member Lonske moved to enter into non-public session pursuant to NH RSA 91-A:3, II(e & l), seconded by Vice-Chair Dunklee. Pat Moriarty – yes John Dunklee – yes Ellie Lonske – yes

8:26 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to come out of non-public sessions, seconded by Member Lonske. Pat Moriarty – yes John Dunklee – yes Ellie Lonske – yes Vice-Chair Dunklee moved that the Board seal the non-public session minutes for five-years as divulgence of information contained in the minutes would likely adversely affect the reputation of a person, seconded by Member Lonske. Pat Moriarty – yes John Dunklee – yes Ellie Lonske – yes

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

Member Lonske moved to follow the advice from Steven Whitley, Town Counsel, as specified in an email dated March 1, 2017. And to give the Select Board Chair authority to determine any fees with Town Counsel, seconded by Chair Moriarty. Pat Moriarty – yes John Dunklee – no Ellie Lonske – yes – vote on the motion. The motion was approved.

8:22 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:22 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MARCH 16, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT:

7:00 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**.
- Vice-Chair Dunklee moved to authorize **Chair Moriarty to sign the MS-60A Auditor Option and Schedule form** to be submitted to NH Department of Revenue Administration, seconded by Member Lonske. The vote was unanimous.
- The Select Board signed the **Notice of Intent to Cut Wood or Timber for Camp Pasquaney** to harvest timber from their property on South Mayhew Turnpike.

7:05 P.M.

DISCUSSION ITEMS:

- The Select Board reviewed the **Boundary Line Agreement prepared by Town Counsel**, Steven Whitley, between Bruce K. Platts and Faye D. Foster and the Town of Hebron. The Select Board noted the corrections that need to be made to the document.
- The Select Board agreed to **reappoint/appoint board/committee/commission member as the April 6, 2017 Select Board Meeting**. The Board asked Mrs. Corliss to contact the Town Auditors to perform an audit of the Treasurer's books since a new Treasurer had been elected.
- Mrs. Corliss reported to the Board **on two errors that were discovered in Trustees of Trust Funds report**. A request from the Select Board should be made to close out the Charrette Fund as voted at March 2016 Town Meeting and the closing of the George Road Right-of-Way Fund was not processed correctly.

7:22 P.M.

CORRESPONDENCE:

- **Invitation from the Communities for Alcohol and Drug-Free Youth (CADY)** to the 10th Anniversary Celebration of Restorative Justice.

7:24 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss reported to the Board on the **weekly curbside trash collection by Casella Waste**, noting that approval from the NH DOT would be given to Casella on a weekly basis. Mrs. Corliss relayed to the Board that Senator Guida contacted the Selectmen's Office stating that the town should be okay with weekly trash collection as he met with a representative from NH DOT and received authorization for the Casella Waste trucks to travel on the posted roads in Hebron. The Board asked Mrs. Corliss to obtain a letter in writing to that effect from Senator Guida.

7:37 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of March 2, 2017 and made the following correction: page 2, second bullet under *Discussion* – change the second sentence to read “The Board would reply to the email informing him that locked gates would not be installed on the Class VI Roads and thanking him for the concern.” and page 2, the motion at the bottom of the page – put a period after “March 1, 2017” – add “And to give “ at the beginning of the second sentence – change “a settlement” to “any fees”. Member Lonske moved to approve the Select Board Meeting minutes of March 2, 2017 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Meeting minutes of March 2, 2017 and made the following corrections: page1, the motion at the bottom of the page – put a period after “March 1, 2017” – add “And to give “ at the beginning of the second sentence – change “a settlement” to “any fees”. Vice-Chair Dunklee moved to approve the Select Board Non-Public Meeting minutes of March 2, 2017, seconded by Member Lonske. The vote was unanimous.

7:47 P.M.

MEETING ADJOURNED: Vice-Chair Dunklee moved to adjourn the meeting at 7:47 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
APRIL 6, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief)

7:00 P.M. **ELECT SELECT BOARD CHAIR:** Member Lonske moved to nominate Pat Moriarty as Select Board Chair. Pat Moriarty asked John Dunklee if he felt or would like to Chair the Board this year. John Dunklee seconded the motion. The vote was unanimous.

Chair Moriarty discussed with the Board the construction project of the renovations and addition to the Hebron Academy Building and recommended that the Board, as a whole, make decisions on the project. Chair Moriarty agreed to keep the Hebron Academy Committee working on the project, but more in an advisory capacity. Selectman Dunklee agreed that all decisions on the project should be discussed at the Select Board Meetings. Member Lonske noted that Roger Larochelle felt the position of the committee should work in an advisory capacity. Selectman Dunklee would like the Board to have someone overseeing the project and reporting back to the Board. Member Lonske noted that a clerk of the works would be capable of making any construction decisions. Member Lonske noted that Roger Larochelle had spoken to Joe Hogan about being a clerk of the works for the project. Chair Moriarty felt the charge of the committee should be changed to more of an advisory committee. Member Lonske read the draft charge and listed the members to be appointed on the committee. Chair Moriarty suggested that the committee work on locating temporary office space for the Selectmen's Office employees. The Board discussed the position that Norman Larson (architect with Christopher P. Williams Architects) should hold moving forward with the project. Selectman Dunklee suggested that Mr. Larson meet with the Board to make a presentation on the scope of his services and his role in the project moving forward.

Mrs. Corliss updated the Board on the recent verbal notice from NH Department of Revenue Administration regarding the technical defect which the town would be receiving a letter noting the defect as the improper posting of the budget and warrant articles before the March 2017 Town Meeting. The Board agreed to send the letter to town counsel for advice.

7:30 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board **tabled signing the purchase order with Nortrax** for the Highway Department backhoe until all issues had been addressed with NH DRA.
- The Select Board asked Mrs. Corliss to post a **Select Board Meeting for April 10, 2017** at 10:00 a.m. to discuss the letter from NH DRA and how to proceed.
- The Board discussed the **Gathering Permit application** submitted by Cindy and Stan Newton to hold a wedding in the barn at their property on 252 Hobart Hill Road. The Board agreed that the property owner should let the Police Department and Fire Department know about the gatherings, but as long as the gatherings are private a Gathering Permit was not required. Member Lonske asked Mrs. Corliss to write an article for the town website homepage and she would also include it in the May town newsletter.
- The Select Board signed the **letter to Northway Bank** inform them of the newly elected Treasurer and reelected Select Board member.
- The Select Board signed the **letter to Dennis Dodge, Trustee of Trust Funds**, to close the "Charrette Fund" as voted at the March 2016 Town Meeting.
- The Select Board signed the **MS-636 form Budget of the Town of Hebron for 2017**.
- The Select Board signed **the MS-232 form the Report of Appropriations Actually Voted for 2017**.
- The Select Board signed the **updated Security System Key Card Policy**. Mrs. Corliss noted the updated sections on the policy.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- Selectman Dunklee moved to **reappoint Mitch Manseau for 3 years to the Planning Board** as a regular member, seconded by Member Lonske. The vote was unanimous.
- Member Lonske moved to reappoint **Derry Riddle and Ileana Saros to the Zoning Board of Adjustment** as regular members for 3 years and to reappoint **Phil Kriss to the Zoning Board of Adjustment as an alternate** member for 3 years, seconded by Chair Moriarty. The vote was unanimous.
- Chair Moriarty inquired about Mavis Brittelli resigning from the Conservation Commission and relayed to Mrs. Corliss that Martha Twombly and Suzanne Smith agreed to be co-chairs of the Conservation Commission. Selectman Dunklee moved to reappoint **Bruce Barnard to the Conservation Commission** as a regular member for 3 years, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to reappoint **John Black** for 3 years as a regular member to the **Historic District Commission** and to appoint **Ron Collins and Roger Laroche** for 3 years as a regular member to the **Historic District Commission** and to appoint **Paul Hazelton as an alternate member to the Historic District Commission** for 3 years, seconded by Member Lonske. The vote was unanimous.
- Selectman Dunklee moved to **reappoint Alan Baker for 3 years to the Hebron Beach Committee**, seconded by Member Lonske. The vote was unanimous.
- Member Lonske moved to approve the appointment of **Sandra Cummings as Deputy Treasurer** for 3 years, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to reappoint **John Fischer as Fire Chief and Emergency Management Director** for one year, seconded by Member Lonske. The vote was unanimous.
- Selectman Dunklee moved to reappoint **Travis Austin as the Deputy Emergency Management Director** for one year, seconded by Member Lonske. The vote was unanimous.
- Selectman Dunklee moved to reappoint **Bill Powers and Gail Howell as Library Trustee alternates** for one year, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske moved to appoint **Marion Weber as Trustee of Trust Funds until 2018** to complete the term of Carol Bears, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to appoint the **Hebron Academy Advisory Committee Members as follows: Roger Laroche, Paul Hazelton, Mark Coulson, Ivan Quinchia, Madeleine MacDougall, Ron Collins, and Eleanor Lonske as the Select Board representative**, seconded by Chair Moriarty. The vote was unanimous.

8:10 P.M.

DISCUSSION:

- Mrs. Corliss asked the Board for **clarification on pay increases** that were included by the department heads in the budgets and approved at March Town Meeting. Does the pay increase go back to the beginning of the year or become effective the first pay period after town meeting? The Board agreed that the pay increases would be retroactive back to January.
- The Board reviewed the **memorandum for record from John Fischer, Emergency Management Director**, regarding the road access to Crystal Springs Road due to the narrow and number of trees growing along the road. The Board agreed to draft a letter to be sent to the property owners along with the memorandum.

8:15 P.M.

CORRESPONDENCE:

- **Email from Pete Kavanaugh (partner with Hilltop Public Solutions)** announcing the new electrical transmission project known as the Granite State Power Link proposed by National Grid.

8:18 P.M.

ANY OTHER BUSINESS:

- Member Lonske informed the Board that Chief Fischer, Ron Collins, and she would be attending an upcoming **event for the NH Preservation Alliance**.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

8:20 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of March 16, 2017. Selectman Dunklee moved to approve the Select Board Meeting minutes of March 16, 2017 as written, seconded by Member Lonske. The vote was unanimous.

8:22 P.M. **BOUNDARY LINE DISPUTE HEBRON COMMON:** Chair Moriarty informed the Board that Bruce Platts contacted him regarding the agreement between the Select Board, Mr. Platts, and Ms. Foster. Chair Moriarty reported that Mr. Platts and Ms. Foster have now changed their minds from the meeting with the Board before March Town Meeting. Chair Moriarty relayed to the Board that Mr. Platts and Ms. Foster have hired an attorney that protects citizens from municipalities. Chair Moriarty stated that Mr. Platts would like the town to cover legal fees to settle the boundary line issue. The Board agreed that they would not pay the Mr. Platts and Ms. Foster's legal costs. Member Lonske suggested sending Mr. Platts and Ms. Foster the Boundary Line Agreement, a copy of the survey prepared by Alan Barnard (Barnard Survey Associates, Inc.), and a letter looking for signature on the agreement.

8:32 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:32 p.m., seconded by Selectman Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
April 10, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Bill Luti

10:00 A.M. **ELECT VICE-CHAIR:** Chair Moriarty opened the meeting and asked for nominations for the Vice-Chair of the Select Board. Member Lonske moved to nominate John Dunklee as the Vice-Chair of the Board, seconded by Chair Moriarty. The vote was unanimous.

Mrs. Corliss relayed to the Board that Everett Begor (Gazebo Committee Member) inquired about presenting Kathleen Fleming with a gift certificate to thank her for the many years of volunteering on the Gazebo Committee and was looking for an amount. The Board suggested an amount of \$50.00 and that the presentation be made at one of the Gazebo Programs this summer.

Chair Moriarty informed the Board that he spoke to Town Counsel regarding the letter drafted to send to Bruce Platts and Faye Foster (23 West Shore Road) regarding signing the Boundary Line Agreement as discussed at the February 17, 2017 meeting. The Board reviewed the letter to be sent. Vice-Chair Dunklee moved to send the Boundary Line Agreement to Bruce Platts and Faye Foster with the letter to finalize as agreed upon at the February 17, 2017 meeting, seconded by Member Lonske. The vote was unanimous. The Select Board signed the Boundary Line Agreement and the letter to Bruce Platts and Faye Foster.

Mrs. Corliss relayed to the Board the new information that she obtained from Michelle Clark (NH Department of Revenue Administration) regarding the technical defect which the town is being cited for improper posting of documents for the 2017 Town Meeting. Mrs. Corliss informed the Board that she was working closely with Ms. Clark to get the notice as soon as possible so the Board may move forward with the necessary measures to correct this defect.

Chair Moriarty informed the Board that Mavis Brittelli had resigned from the Hebron Conservation Commission.

Member Lonske relayed to the Board the change in the name of the Hebron Academy Committee to the Hebron Academy Advisory Committee to reflect the new charge of the committee. Member Lonske informed the Board that the first meeting had been scheduled for April 13, 2017 at 7:00 p.m. and that it would be a joint meeting with the Select Board to ensure that the committee was aware of their role.

The Board discussed the action to take once the town had received the letter from NH DRA regarding the technical defect notice. Member Lonske moved to send the letter received from NH DRA to town counsel, seconded by Vice-Chair Dunklee. The vote was unanimous.

10:40 A.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 10:40 a.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON
JOINT MEETING OF THE SELECT BOARD AND HEBRON ACADEMY ADVISORY COMMITTEE MINUTES
APRIL 13, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Roger Larochelle, Madeleine MacDougall, Paul Hazelton, Ron Collins, Mark Coulson, Martha Twombly, Peter Carey

7:00 P.M.

NH DEPARTMENT OF REVENUE ADMINISTRATION – TECHNICAL DEFECT

NOTICE: Chair Moriarty relayed to the group that the Select Board received a letter today citing the town for a technical defect with regards to the posting of the warrant and budget in preparation of the 2017 March Town Meeting. The letter stated that the 2017 Town Meeting was invalid and another special town meeting had to be held in order to ratify the town meeting results by a simple majority vote. Vice-Chair Dunklee read the warrant article proposed by NH DRA for the special town meeting. Peter Carey reported to the group on the issue which NH DRA cited was a posting issue where the specific forms utilized by NH DRA were not used. The forms break down the difference between special and individual warrant articles designating the proper account where the items would be allocated. Mr. Carey stated that this was an extremely technical issue. The form is made available through NH DRA tax portal only. Chair Moriarty relayed to the group that any warrant articles involving funds are tied up until the special town meeting vote. Mr. Carey informed the group that Town Counsel had provided a timeline for holding the special town meeting and the earliest that the meeting can be held was mid-May. Chair Moriarty expressed his concerns to the group with the interest rate being held at 1.9%. Mr. Carey noted the two other warrant articles questioned by NH DRA regarding the amendments. The warrant articles were #5 – amendment – to limit the amount allowed to be spent annually by the agents and #14 – amendment – to cover any associated costs with the Boundary Line Agreement to come from the Town Offices Expansion and Refurbishment Fund. Mr. Carey explained the issues.

BOUNDARY LINE – HEBRON COMMON: Chair Moriarty updated the group on the changes with the boundary line agreement and that Platts/Foster had changed their mind since the meeting with the Select Board before the March Town Meeting. Chair Moriarty stated that the Board had decided not to cover any fees. Member Lonske outlined for the group the background of the deeds to the Hebron Academy Building starting at 1792.

SPECIAL TOWN MEETING: Vice-Chair Dunklee moved to hold the special town meeting pursuant to NH RSA 32:56 ruling on May 16, 2017 at 7:00 p.m. in the Hebron Community Hall, seconded by Chair Moriarty. The vote was unanimous. Mark Coulson asked the Board if the vote would be by secret ballot. Mr. Carey stated that if a written request was made by the specified number of voters, it would be possible.

HEBRON ACADEMY ADVISORY COMMITTEE: Chair Moriarty relayed to the group that the spending authority of the project should be handled by the Select Board and the committee's roles would be strictly advisory on the project. Roger Larochelle thanked the committee members for the work done so far and the continued interest in the project. Roger Larochelle nominated Paul Hazelton as the Vice-Chair to the committee. Paul Hazelton declined due to prior commitments. Roger Larochelle nominated Mark Coulson as the Vice-Chair of the Hebron Academy Advisory Committee, seconded by Member Lonske. The vote was unanimous.

The Committee discussed engaging a clerk of the works to assist in the oversight of the project to report to the Select Board with concerns or making suggestions during the construction process. Select Board Chair Moriarty noted that there are no funds to spend on the project at this time. Select Board Member Lonske informed the Committee that she would contact Norman Larson to inform him of the town's current financial position. The Committee discussed the level of experience the clerk of the works necessary, the level in which the clerk of the works would be working with the contractors and Select Board, possible pay for the position, and if there were additional funds in this project. The Select Board tentatively scheduled a meeting with Norman Larson (architect) for Monday, April 17, 2017 at 9:00 a.m. to obtain some clarification on the project. Select Board Chair Moriarty asked Select Board Member Lonske to make it clear to Mr. Larson that no funds could be spent for his time to meet with the Board.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

Chair Larochelle looked to the Board for direction and any expectations that the Select Board had of the Committee. Select Board Chair Moriarty moved to delegate the responsibility to negotiate temporary office space for the Selectmen's Office staff to the Hebron Academy Advisory Committee, seconded by Select Board Vice-Chair Dunklee. The vote was unanimous. Select Board Member Lonske moved to delegate the Hebron Academy Advisory Committee to come up with a position description for the clerk of the works, seconded by Select Board Vice-Chair Dunklee. The vote was unanimous. Select Board Vice-Chair Dunklee recommended reviewing TFMoran's website for a reference.

Select Board Chair Moriarty suggested that Mark Coulson oversee the spending of the project to ensure that the funds are tracked properly.

Chair Larochelle reported to the group that Martha Twombly had organized a group to raise funds for replacing the existing playground equipment.

Chair Larochelle discussed with the Committee the best time to hold meetings and the frequency of the meetings. The group consensus was Tuesdays and that the frequency would depend on the stage of the project.

Select Board Member Lonske suggested that a Town Common Committee be organized to oversee the landscaping and to determine the placement of plaques, trees, and benches on the Hebron Common. Paul Hazelton thought that it would be best to concentrate on the building project and later to focus on the common later.

8:35 P.M. **MEETING ADJOURNED:** Select Board Vice-Chair Dunklee moved to adjourn the meeting at 8:35 p.m., seconded by Select Board Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
APRIL 17, 2017

PRESENT: John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Ivan Quinchia, Norman Larson (architect with Christopher P. Williams), Peter Carey

ABSENT: Patrick Moriarty

9:00 A.M. **TOWN OFFICES EXPANSION AND REFURBISHMENT PROJECT:** Member Lonske explained the situation that the town was in with regards to the Special Town Meeting to be held on May 16, 2017 regarding ratifying the 2017 March Town Meeting votes and asked Norman Larson what this means for the Hebron Academy Building Project. Mr. Larson replied that this delays the project start date for about 90 days. Peter Carey outlined the steps that need to happen with regards to the Special Town Meeting and the timeline. Mr. Larson noted that the contractors bidding on the project may have another project that they are in the process of completing which could also delay the start date. Vice-Chair Dunklee noted that the project needs to start by December 31, 2017 in order to keep the funding. Peter Carey pointed out that the Board was not allowed to spend any funds approved at the 2017 March Town Meeting until the meeting had been ratified.

Peter Carey mentioned two contractors that might be interested in the clerk of the works as Dick Batchelder and Steve Rosen. Member Lonske asked Norman Larson for clarification for the clerk of the works. Mr. Larson noted that he usually covered that role, but the Select Board could definitely have someone closer to the project to keep an eye on the project. Mr. Larson suggested that the person hired for the clerk of the works position should be familiar with commercial construction building codes and be available to view the project as different steps are in the process of happening, not after the fact. Ivan Quinchia volunteered to keep an eye on the project and pointed out that he had been the General Contractor for three building projects recently. Vice-Chair Dunklee noted that the town should hold out 10% of the project price to ensure that the project would be completed as specified. Mr. Larson stated that 10% retainage was common practice. Member Lonske discussed the billing process. Mr. Larson outlined the normal billing would be done and approved by his office and submitted to the town once a month for payment. The town would only be responsible for the certified amount. Member Lonske asked Mr. Larson to clarify the items included in the project price. Mr. Larson agreed to include this in the building project proposal before it would be put out for bids.

Vice-Chair Dunklee commented on the newsletter article drafted by Peter Carey, Moderator, explaining the reason for the Special Town Meeting. Member Lonske noted that along with the article by Mr. Carey there would be a link to the letter from NH DRA and the proposed timeline by Town Counsel.

Member Lonske noted that the letter was sent to Bruce Platts and Faye Foster regarding the Boundary Line Agreement and inquired about a timeframe to wait for a reply. Member Lonske reviewed the requests made by Platts/Foster if the addition was ever constructed and ways to address the requests (ex: privacy fence, water testing, water run-off from the roof of the addition, etc...). The Board discussed how this issue may impact obtaining a loan.

10:47 A.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 10:47 a.m., seconded by Selectman Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
APRIL 20, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), John Black

7:00 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Special Town Meeting Warrant** for Tuesday, May 16, 2017.
- Mrs. Corliss reported to the Board that Casey Kuplin, Highway Supervisor, reviewed the conditions of Tenney Lane with regards to the bond posted for a timber harvesting operation and recommended **releasing the road bond posted by FORECO, LLC**. Vice-Chair Dunklee moved to release the road bond posted on Tenney Lane by FORECO, LLC, seconded by Member Lonske. The vote was unanimous. Vice-Chair Dunklee suggested sending a letter to FORECO, LLC thanking them for the upgrades made to the road.

7:04 P.M.

DISCUSSION:

- The Board discussed the email from Casey Kuplin, Highway Supervisor, regarding the recent visit to the **culvert located on Berea Road** and the current condition of the culvert. Mr. Kuplin felt the issue needed to be addressed. Chair Moriarty stated that the issue was out of the town's hands since it was a private road. Member Lonske suggested utilizing funds from the grant obtained by Newfound Lake Region Association for repairing and replacing culverts in town. Vice-Chair Dunklee stated that the section of road that the culvert was located was not part of the town road. Member Lonske inquired about talking with Boyd Smith (NLRA Director) about utilizing the funds available through the grant and Camp Berea and Camp Wicosuta could reimburse the town. Chair Moriarty noted that he did not see this culvert identified on the map provided by Newfound Lake Region Association as part of the culverts to be replaced. Member Lonske remarked no, but she would be willing to bring the issue to Boyd Smith about utilizing the grant funds to replace with no town involvement to see if this could be done. Chair Moriarty and Vice-Chair Dunklee agreed to Member Lonske discussing this with Mr. Smith as long as the town accounts would not be involved. Chair Moriarty asked about the status of the Class VI road signs that were to be installed warning anyone traveling on the road it would be at their own risk. Mrs. Corliss reported that the signs arrived after the frost had settled in and that she had been working with a Highway employee on the placement of the signs.
- Member Lonske discussed **storage for the contents of the Hebron Academy Building**, which would not be needed during the construction process, in the Old Fire Station as opposed to renting a trailer. Member Lonske noted recent concerns with the roof leaking, but felt that tarps over the furniture would suffice.
- Mrs. Corliss reported to the Board that during the 2017 Budget presentations the Treasurer, at the time, had discussed an **hourly rate of \$17.00 per hour for the Deputy Treasurer**, if qualified. Mrs. Corliss noted that an increase to the *Deputy Treasurer account* line did not happen, but suggested moving \$300.00 from the *Meetings/Workshops* account to the *Deputy Treasurer Salary account* to be able to accommodate the hourly rate for 2017. Member Lonske moved to increase the Deputy Treasurer account line in the Treasurer 2017 Budget by \$300.00 and to reduce that same amount in the *Meetings/Workshops account line*, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss relayed to the Board a conversation with Tracey Steenbergen, Town Clerk, about a recent appointment to the Historic District Commission and that **no more than three appointments to a land use board/commission could be made in one year**. Mrs. Corliss noted that the Board made four appointments at the last Select Board Meeting and that one should be for a two-year appointment. Vice-Chair Dunklee moved to change the appointment term for Paul Hazleton as an alternate to the Historic District from 3 years to a two-year term, seconded by Member Lonske. The vote was unanimous.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- Mrs. Corliss relayed to the Board that a **representative from Granite State Power would like to meet with the Board**. The Board asked Mrs. Corliss to invite the representative from Granite State Power to the May 5 or May 16 Select Board Meeting. Member Lonske stated her two questions for the company as follows – 1. Would there be any money to the town? – 2. What will the additional power lines look like – larger structure than current power lines?

7:20 P.M.

CORRESPONDENCE:

- Notice from Madeleine MacDougall, Tax Collector of the **properties that will have a real estate tax lien placed against them** due to outstanding property taxes.

7:25 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss relayed to the Board that she spoke to Casey Kuplin, Highway Supervisor, about obtaining a written description specifically outlining the location of the **guardrails to be installed on Kill Mountain Road**. Member Lonske asked if the guardrail would be done the same time as the one on George Road. Vice-Chair Dunklee noted that the finished coat of paving should be done before the guardrails installation, so probably not.
- Vice-Chair Dunklee updated the Board on the **Crescent Lane dry hydrant project** and noted that it would not be completed due to the special equipment needed to get the piping out into the lake. Vice-Chair Dunklee commented that the last quote he had received from TFMoran was between \$100,000 and \$120,000. Member Lonske asked about the status of the North Shore Road dry hydrant. Vice-Chair Dunklee felt the project would be viable for 2017.
- Chair Moriarty relayed to the Board that he tried to **contact Bruce Platts and Faye Foster about any questions on the proposed Boundary Line Agreement**, but there was no answer. Member Lonske would like to meet with Mitchell Municipal Group to discuss the town's legal position. Chair Moriarty would like to give the Platts/Foster 30 days to reply to the town's letter. Chair Moriarty agreed to contact Town Counsel about a possible meeting to discuss further.
- The Board discussed the **proposal from Boyd Smith, Director of the Newfound Lake Region Association regarding the proposed culvert replacement based on the 2010 Culvert Study**. The Board agreed to the outline proposed for replacing the culverts over the next couple of years.

7:41 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of April 6, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of April 6, 2017 as written, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of April 10, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of April 10, 2017 as written, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Joint Meeting of the Select Board and Hebron Academy Advisory Committee Meeting minutes of April 13, 2017 and made the following change: page 1, fourth sentence – change “DRS” to “DRA”. Member Lonske moved to approve the Joint Meeting of the Select Board and Hebron Academy Advisory Committee Meeting minutes of April 13, 2017 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:45 P.M.

MEETING ADJOURNED: Member Lonske moved to adjourn the meeting at 7:45 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MAY 4, 2017

PRESENT: Patrick Moriarty, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Representative Suzanne Smith, Senator Bob Guida, Travis Austin (Police Chief), Sean Downey (Hilltop Public Solutions consultant for National Grid), Bill Luti

ABSENT: John Dunklee (prior commitment)

7:00 P.M. **GRANITE STATE POWER LINK PRESENTATION:** Sean Downey approached the Select Board to give an overview of the proposed clean energy project proposed by National Grid. Mr. Downey reported to the Board that the powerlines would be added to an existing right-of-way starting at the Vermont/Canada border, entering New Hampshire in Littleton traveling down to Londonderry, New Hampshire. Member Lonske asked Mr. Downey if this project was instead of Northern Pass or in conjunction with Northern Pass. Mr. Downey replied that the electricity would be produced at wind and hydro plants in Canada and was separate from Northern Pass. Member Lonske asked about the visual impact of the powerlines. Mr. Downey replied that there would be no visual impact. Chair Moriarty asked Mr. Downey for the timeframe of the project. Mr. Downey replied that the projected date for service was 2022.

Mr. Downey reviewed with the Board the jobs created by installing the powerlines, the proposed revenues to each town, the visual impact of the towers to be installed in the right-of-way, the amount of electricity going through the lines, and the project timeline until completion. Chair Moriarty asked Mr. Downey if there were public interest expressed in the project would there be another local presentation. Mr. Downey replied that they would be more than happy to do another presentation and would like to have an open house during the summer. Member Lonske asked if there would be an expanded wind turbine project with this. Mr. Downey replied no. Representative Smith asked if the open house would be the same as the open house with the NH Site Evaluation Committee (SEC). Mr. Downey replied that the open house with the towns affected would be before the one with the SEC.

Senator Guida noted that this project would be competing with the Northern Pass project. Bill Luti asked if the project accepted by the SEC would be Northern Pass or the Granite State Power proposal. Mr. Downey replied that the final decision would be made by the SEC. Representative Smith relayed to the group that when Northern Pass was asked about utilizing the existing right-of-way as opposed to the proposed route, the answer was that National Grid owned the right-of-way and they would have to pay fees to National Grid. The Board thanked Mr. Downey for the presentation and the information.

7:35 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board reviewed the **abatement application submitted by Richard and Joyce Cowern** for 160 South Mayhew Turnpike (Tax Map 7 Lot 022-1) and the recommendations on the abatement application submitted by Avitar Associates of New England, Inc. Member Lonske moved to deny the abatement application submitted by Richard and Joyce Cowern as recommended by Avitar Associates of New England, Inc., seconded by Chair Moriarty. The vote was unanimous.
- The Select Board signed the **2017 Spring Tax Warrant**. Mrs. Corliss informed the Board that Madeleine MacDougall, Tax Collector, would not be uploading the warrant onto her computer system until after the Special Town Meeting.
- The Select Board signed the **letter to FORECO** thanking them for the improvements made to Tenney Lane.
- Member Lonske relayed to Chair Moriarty that she had spoken with Nate Parks (President at Camp Berea) and Boyd Smith (Executive Director at the Newfound Lake Region Associations) regarding adding the **culvert on Berea Road** to the list of culverts for replacement to be included in the grant received by NLRA to protect silt from entering Newfound Lake. Member Lonske noted that the Town of Hebron would receive the grant funds for the culvert replacement and that Camp Wicosuta and Camp Berea would pay for the subcontractor work to replace the culvert. Member Lonske

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

informed Chair Moriarty that Chief Fischer would be submitting a letter in support of the culvert replacement on Berea Road stating safety concerns and access to the camps with emergency vehicles. Mrs. Corliss informed the Board that Chief Fischer already drafted the letter and handed the letter to the Board for review. The Board agreed to table any decisions on moving forward with culvert replacement until the June 1st meeting where the full Board will be present.

7:50 P.M.

DISCUSSION:

- Mrs. Corliss asked the Board if they would like to continue **splitting the costs for the portable toilet** placed on the Hebron Common with the Hebron Village Store owner's. Member Lonske felt that everything worked out last year, but requested that the town pay for the months during the summer where it would be used more due to events happening in the town.
- Mrs. Corliss relayed to the Board inquiries from Donna Luti (Library Trustee) requesting to **plant flowers and bushes in front of the Library**. Member Lonske asked that the Friends of the Library hold off on the plantings until the drainage issues had been addressed by the Highway Supervisor, Casey Kuplin.
- Mrs. Corliss relayed to the Board the request from Donna Luti (Library Trustee) about adding a **movie night at the Library** and wondered if the Librarian would be paid for the additional time. Member Lonske answered that the money would have to come from the Library budget which the Trustees oversee.
- Mrs. Corliss informed the Board that the driver of the Casella Waste trash removal truck contacted the Selectmen's Office and Casey Kuplin, Highway Supervisor, about **damaging a culvert on Oak Lane due to the tender road conditions**. Mrs. Corliss relayed to the Board that Oak Lane was a private road and that she had suggested to Mr. Kuplin that the residents should bring their trash to the Berea Road/Oak Lane intersection. The Board agreed to requesting that the residents of Oak Lane to bring their trash to the intersection of Beachwood Road to prevent further damage.
- Mrs. Corliss reported to the Board on the review of the **furnace in the Town Clerk/ Tax Collector Office** building by an Eastern Propane consultant. Mrs. Corliss reported that there are no furnaces available to replace the furnace due to the lack of insulation and open space in that location. Mrs. Corliss reported that a monitor heater was suggested, but that leaves the bathroom unheated. Member Lonske wanted to wait on making any decisions until Ivan Quinchia (HVAC specialist) returns from vacation in a couple of weeks to get his input.
- Mrs. Corliss informed the Board that the Administrative Assistant, Alison York, processed a check to **pre-buy enough #2 fuel** with Yeaton for the Public Safety Building, but wanted to hold off on purchasing enough for the Selectmen's Office Building since it would not be heated during construction. Mrs. Corliss reported that when the Board decides on the temporary office location, Yeaton could be contacted about a pre-buy for fuel.

8:11 P.M.

CORRESPONDENCE:

- **Invitation from Genesis Behavioral Health** to the Annual Community Forum.
- **Copy of a Letter from Dennis Dodge**, Trustee of Trust Funds, regarding recent correspondence with Bearing Point Wealth Partners on closing the "Charrette Fund".
- **Invitation from Communities for Alcohol and Drug Free Youth** Regional Prevention Summit.
- **Letter from Eastern Propane & Oil** about disconnecting the furnace at the Town Clerk/Tax Collector Office due to unsafe conditions.
- Notice from the State of New Hampshire Department of Revenue Administration on the 2016 Total Equalized Valuation of 264,163,915 with the 2016 Equalized Assessed Valuation being 258,014,278.
- **Email from Donna Keeley (Eversource)** to Steve Shusterman (Stone Gate Road) regarding updating the underground electric connector which failed that is buried underground along Stone Gate Road.
- **Wetland Permit Application for Newfound Lake Region Association** for work to be performed at the Grey Rocks Conservation Area on North Shore Road (Tax Map 17A Lot 005-1).

8:18 P.M.

ANY OTHER BUSINESS:

- Member Lonske discussed with Chair Moriarty the request to **change a couple of the Select Board Meeting dates to another evening** since she had other commitments on the regular Select Board

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

Meeting night. Member Lonske reported that the Select Board had met on other nights in the summer and the public was adequately notified. There were no issues from the public about the date change. Chair Moriarty would like to table any decision tonight until Vice-Chair Dunklee could be present at the meeting.

- Chair Moriarty relayed to Member Lonske the recent discussion he had with Casey Kuplin, Highway Supervisor, about obtaining **plans to submit to the bank on the guardrails to be installed on High Cliffs Circle**. Chair Moriarty noted that Mr. Kuplin was going to speak to Alan Barnard (surveyor) about getting a copy of the plans to the office to send to the bank. Chair Moriarty relayed that Mr. Kuplin mentioned that it would be nice to get the finished coat of pavement down at the same time. Member Lonske inquired about getting the George Road guardrails installed at the same time. Chair Moriarty felt that the two jobs would not be happening at the same time to be able to coordinate the work.
- Chair Moriarty asked about the status of the **invoice from David Jaques**. Member Lonske would like to find out how much of the approved subdivision had been recorded in Grafton County before making any decisions on the request from Mr. Jaques.

8:34 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of April 17, 2017 and made the following change: page 1 – remove the last sentence at the end of the page. Member Lonske moved to approve the Select Board Meeting minutes of April 17, 2017 as amended, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of April 20, 2017. Member Lonske moved to approve the Select Board Meeting minutes of April 20, 2017 as written, seconded by Chair Moriarty. The vote was unanimous.

8:35 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:35 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD PUBLIC HEARING MINUTES
MAY 9, 2017

PRESENT: Patrick Moriarty, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), Alison York, Phil and Linda Kriss, Dick and Joyce Cowern, Mark Connor, Everett Begor, Bill Powers

ABSENT: John Dunklee (prior commitment)

7:00 P.M. **OPEN THE PUBLIC HEARING:** Chair Moriarty opened the public hearing on the explanation for the necessity of holding a Special Town Meeting to ratify a procedural defect in the posting of the 2017 Warrant and Budget for March Town Meeting. Chair Moriarty read the explanation, drafted by Peter Carey, Moderator, of the events that led up to the reason for the Special Town Meeting (see attached). Everett Begor asked Chair Moriarty what the process was if the one article did not pass at the Special Town Meeting. Chair Moriarty replied that there was nothing in legislation to address the issue if the ratification vote failed, except submit a request to Superior Court. At 7:10 p.m., Chair Moriarty closed the public hearing.

7:10 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 7:10 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Public Hearing minutes.

Our 2017 town meeting officially began with elections on Tuesday, March 14th, and ended with the adjournment of the business meeting on Saturday, March 18th.

There is a considerable body of state law and regulations that govern the town meeting. Besides our own town counsel, who provides legal reviews at several stages of the process, various state agencies also monitor our town meetings. One of those agencies is the Department of Revenue Administration (DRA).

Before and after town meeting, our Town Administrator must produce and submit to DRA various reports. DRA's Municipal Bureau is required by law "to review estimated revenues, voted appropriations, and the manner in which appropriations were voted" and to determine whether these items comply with applicable state statutes. In essence, the DRA reviews our town meeting process and results and determines whether we complied with the law.

DRA, on Thursday, April 13th, formally notified the town that the agency had identified a "procedural defect" in our town meeting process. "Procedural defect" has special meaning under RSA 31:5-b, II: "Procedurally defective actions shall mean minor procedural irregularities such as failure to comply with statutory requirements regarding time or place of notice, vote, hearing, or wording, or with any procedural act not contrary to the spirit or intent of the law."

DRA summarized our procedural defect as follows:

"ISSUE: The MS-636 form was not posted with the annual meeting warrant. In accordance with RSA 32:5, VI, 'the governing body shall post certified copies of the budget with the warrant for the town meeting.' That budget form shall be as prescribed in RSA 32:5, III and Rev Rule 2008.04(a)."

DRA is technically right. We did not post the MS-636 form when we posted the annual meeting warrant and other materials. Here's what happened and why. In the lead-up to the town meeting, the Town Administrator has to post at two places in town, including the Public Safety Building meeting place, copies of the town warrant as well as certain budget reports. The MS-636 is a form that breaks out budget information for each warrant article. That form, like many others produced and required by DRA, now has to be completed electronically. Hebron's Town Administrator, like many others around the state, could not get the form to print properly. Repeated calls to DRA went unanswered. She decided to publish and post the town's budget information, using an older report format. While the format used contained basically the same information, it was not in the MS-636 format required by DRA. I want to emphasize that Hebron is far from being the only town having problems with DRA's new electronic forms, and we're also not the only town having to convene a special meeting to cure this particular procedural defect.

Importantly, all the information required by law and regulation was contained in handouts at the two budget hearings, posted on the Town website, and included in the Annual Report. The defect applies only to the two public bulletin board postings in town.

Besides identifying this procedural defect in the bulletin board postings, DRA told us exactly what we need to do to fix it:

"The Selectmen need to hold a procedural defect meeting, in accordance with RSA 31:5-b. The warrant article to be voted on should read, 'To see if the town will vote to ratify the results of the March 14th annual meeting even though the statutory requirement to post the MS-636 Budget Form

with the warrant were [sic] not met.' In addition, the MS-636 form needs to be completed, signed, and posted with the warrant."

Tonight's meeting serves as the procedural defect meeting, where it's the Selectmen's legal duty to explain the reasons that a special town meeting must be convened. The special meeting will take place next Tuesday, May 16th, at 7:00 PM, in the basement community hall of the Union Congregational Church. At the special meeting, we must vote on the single warrant article that DRA requires and that I just read to you. The article simply ratifies our March 14th town meeting results.

Let me emphasize that the special meeting will not be a do-over of the March town meeting. There will not be a re-vote on any town meeting article. Rather, we will assemble and vote on the one ratification article that DRA requires us to vote on. Unless we get to an affirmative vote, the Selectmen are limited in their spending authority. We cannot spend money on any of the warrant articles approved by the voters at the town meeting. Town Counsel reminds us that the ratification "article must pass or the town will have no appropriations, and no appropriation articles will be considered to be lawful." Town Counsel adds that if the ratification article does not pass by simple majority vote, "the town will have to go to [Superior] Court and ask for help—NOT a position the town wants to be in. We have never seen it happen and there are no statutory provisions to address the situation."

We apologize for the inconvenience we've caused Hebron's residents. We ask the voters to attend next Tuesday evening's meeting, and we promise it will be a short one.

Does anyone have any questions?

TOWN OF HEBRON
SELECT BOARD PUBLIC HEARING MINUTES
MAY 9, 2017

PRESENT: Patrick Moriarty, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), Alison York, Phil and Linda Kriss, Dick and Joyce Cowern, Mark Connor, Everett Begor, Bill Powers

ABSENT: John Dunklee (prior commitment)

7:00 P.M. **OPEN THE PUBLIC HEARING:** Chair Moriarty opened the public hearing on the explanation for the necessity of holding a Special Town Meeting to ratify a procedural defect in the posting of the 2017 Warrant and Budget for March Town Meeting. Chair Moriarty read the explanation, drafted by Peter Carey, Moderator, of the events that led up to the reason for the Special Town Meeting (see attached). Everett Begor asked Chair Moriarty what the process was if the one article did not pass at the Special Town Meeting. Chair Moriarty replied that there was nothing in legislation to address the issue if the ratification vote failed, except submit a request to Superior Court. At 7:10 p.m., Chair Moriarty closed the public hearing.

7:10 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 7:10 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Public Hearing minutes.

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MAY 18, 2017

PRESENT: Patrick Moriarty, John Dunklee,

OTHERS PRESENT: John Black, Travis Austin (Police Chief)

ABSENT: Ellie Lonske – prior commitment, Karen Corliss, Town Administrator

7:00 P.M. **157 COOPER ROAD:** Kate Barrett spoke to the Board concerning a beaver dam on her property which caused flooding over the end of Cooper Road past the town shed. She reported equipment tracks visible and thought the town had attempted to remove the dam. John and Patrick both told her no such thing had been approved and it was unlikely that town equipment was involved.

Kate also reported the culvert in that area was plugged and the Board responded that Casey Kuplin, Highway Supervisor, would investigate.

Ms. Barrett went on to describe work planned by the Natural Resource Conservation Service (NRCS) that would help flow water in the natural wetlands. The Board thanked her for her work in improving and saving a very damaged tract of land.

7:15 PM **ACTION ITEMS:**

- The Board signed the **accounting manifest**.
- The Board voted to accept the **Timber Harvest Warrant** and it was signed. The vote was unanimous.
- The Board voted to **authorize Peter Fischer to perform maintenance improvements on Berea Road** as requested. The vote was unanimous.
- The Board decided to hold the **purchase order on the new back hoe** until the Town received final DRA approval of the Special Town Meeting.

7:25 PM **DISCUSSION ITEMS:**

- The Board discussed the **opening on the HDC** and the suggested appointment of Howard Odell or Alan Barnard, who had responded that he wanted to serve. It was suggested that Chairman David Brittelli was unclear on his choice and it was decided we would invite him to a SB meeting so we could speak directly.
- The Board voted to **reappoint Marcia Morris to the beach committee** for three years by unanimous vote.
- The Board reviewed the **file on culvert work and the proposal from Boyd Smith** to provide a state grant. No vote was held at this time.
- A discussion was held to find a **town member for Hazardous Collection**. With no candidates the Board thought a note in the newsletter might help.
- The Board reviewed a letter looking for **better and cheaper internet service**. It was suggested the person try Fairpoint as other town members do use that service. The Town has a contract with Metrocast.

7:30 PM

CORRESPONDENCE:

- **Letter from NH Department of Revenue Administration** – completion of the review of the assessing records for the town – very commendable

7:35 PM

ANY OTHER BUSINESS:

- The Board read and discussed a **proposal from the Library Board** to buy computers from other vendors and not Certified (CCS). This idea was rejected as we do not want to have multiple hardware systems and various types of software mixed into the network.
- A **letter was received from John Fischer, Fire Chief concerning the living conditions at 67 Groton Road** and a recent medical emergency. After discussion the Board voted to ask the Compliance officer and Health officer to investigate.
- A **proposal from George Daniels, Watertech, concerning a possible hydrant in the Town common** was discussed and reviewed. At first pass it was determined that the continued maintenance as required by the equipment would be a problem.
- The Board read and discussed **correspondence from Town Counsel** concerning the releasing of easements from the Jacques property on George Road. It was decided that a meeting with Mitchell Group at their Laconia office would be the next best step.
- The Board discussed a proposal and possible meeting concerning the **heating situation in the Clerk's/ Tax Office as well as the Library**. A determination was made that a replacement furnace would be the best option.

7:50 PM

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes from May 4, 2017 and the minutes were approved without change.

The Select Board Public Hearing minutes from May 9, 2017 were not approved and held for another meeting as John Dunklee was not able to attend that meeting and a majority was lacking.

Police Chief Austin then updated the Board on an upcoming change in the Town prosecutor and has a good replacement person in mind to be approved at a later date.

Respectfully submitted,

Pat Moriarty
Secretary Pro-tem